

Unit In-Processing Checklist

Unit Designation: _____

Arrival Time: _____

Unit Representative: _____

Departure Time: _____

Pax in Adv Party: _____

MB Due (Date/Time): _____

Station

Staff

Initial

1. Reception	G3	_____
2. Chaplain	CHAP	_____
3. Red Cross	Red Cross	_____
ACS	ACS	_____
AER	AER	_____
DCA	DCA	_____
4. Facilities Assignment	DPW	_____
5. Personnel Processing	G1/AG	_____
6. Finance	Finance	_____
7. Medical	MEDDAC	_____
Dental	DENTAC	_____
8. Logistics	G4/DOL	_____
8a. Transportation	G4/DOL	_____
8b. Maintenance	G4/DOL	_____
8c. Supply	G4/DOL	_____
9. Command & Control	1st Mob Bde	_____
Security	1st Mob Bde	_____
Arms Rooms	Physical Security	_____
10. Training/Scheduling	TSB	_____

MUIC Inprocessing Checklist

as of 21 October 2004

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Station 1 – Reception

Unit Provides:

This station does not require any documents from the unit

Installation Staff Provides:

- ☐ Overview Briefing
- ☐ Notify OPCEN of Unit Arrival
- ☐ USR Instructions: USR will be due within 24-hours of Main Body arrival (For "AA" units only, DUICs do not file a USR). Please be prepared to provide Complete Updated USR (DA Form 2715) (ASORTS files on floppy disk: USRDB.DB, USRDB.IDX, XXXXXX.MTF where XXXXXX is the Unit Identification Code). **USR must be current as of unit arrival date.**

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Station 2 – Chaplain

Unit Provides:

- ☐ Computerized Unit Manning Roster/Report (UMR)
- ☐ List of soldiers with special religious needs, i.e. particular dietary restrictions, practices, special days of observance, special meetings with a cleric, etc.

Installation Staff Provides:

- ☐ Identify if Unit has a Unit Ministry Team
- ☐ Identify Faith Mix
- ☐ Establish church service locations and schedule
- ☐ Identify any special needs of unit members due to religious affiliation
- ☐ Identify unit religious key leaders

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Station 3 – Red Cross

Unit Provides:

- ☐ Estimated time unit will be on Fort Carson before deploying and number of troops
- ☐ A 24-hour number for receiving emergency messages while on Fort Carson.
- ☐ Primary and alternate individuals, with phone numbers when possible, designated to receive emergency messages while unit is on Fort Carson
- ☐ Contact main office, 526-2311, with any changes in POCs or phone numbers while assigned to Fort Carson.

Installation Staff Provides:

- ☐ Information about Red Cross emergency messages and establishing unit POCs to receive messages.

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Station 3 – AER

Unit Provides:

This station does not require any documents from the unit

Installation Staff Provides:

☐ Information about Army Emergency Relief

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Station 3 – ACS

Unit Provides:

This station does not require any documents from the unit

Installation Staff Provides:

☐ Information about ACS

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Station 3 – DCA

Unit Provides:

This station does not require any documents from the unit

Installation Staff Provides:

☐ Information about MWR activities

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Station 4 – Facilities Assignment

Unit Provides:

This station does not require any documents from the unit

Installation Staff Provides:

- ☐ Assign billeting
- ☐ Assign dining facilities (as reqd) {DOL Installation Food Service Representative}
- ☐ Assign admin facilities (as reqd)
- ☐ Assign motor pool facilities (as reqd)
- ☐ Assign Arms Room (as reqd)

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Station 5 – Personnel Processing

Unit Provides:

- ☐ Copy of Alpha Roster (on disc) *{can be provided via email prior to MUIC}*
- ☐ Computerized Unit Manning Roster/Report (UMR) annotated with:
 - Non-deploying Personnel (and reason)
 - AWOLS and No Shows
 - Positions requiring security clearance
 - Disciplinary Actions
- ☐ DA Form 3986 (Personnel Asset Inventory)
- ☐ Roster of personnel requiring ID Tags
- ☐ Personnel Records (DA 201)

Installation Staff Provides:

- ☐ Date/Time of SRP
- ☐ Identify required cross-leveling actions

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Station 6 – Finance

Unit Provides:

- ☐ Electronic spreadsheet of unit personnel using spreadsheet provided by 4th Finance Battalion.
- ☐ A finance point of contact at the unit's home station and a POC (Finance or S1 Representative) mobilizing with unit to handle unit pay inquiries while stationed at Fort Carson.
- ☐ All mobilized soldiers on MY PAY.
- ☐ All Finance documents collected from soldier at home station SRP and filed in mobilization and deployment packets.
- ☐ Complete Mobilization and Deployment Packets including the following finance documents for each soldier: mobilization orders, SF 1199 Direct Deposit Form, W4 Employee Withholding Certificate, DD Form 2058 State of Legal Residence, DD Form 1561 Family Separation Allowance, DA Form 5960 Basic Allowance for Housing, marriage certificate, birth certificates, mortgage or lease agreement if applicable, and divorce decree or court ordered child support documents if applicable.
- ☐ Mobilization orders and finance documents forwarded to USPFO or RSC/RCPSO.
- ☐ Medical Officer Special Pay Requirements
 - ☐ Copy of AD or mobilization orders, Inter-facility credentials transfer & privileging brief (ICTPB)
 - ☐ If available, DD 214's and Chronological Statement of Retirement Points (ARPC 249-2-E)
 - ☐ Documents should be submitted by the unit at the pre-mob site to the AMEDD Special Pay Branch, Office of the Surgeon General.

Installation Staff Provides:

- ☐ Training of unit finance or S1 personnel in financial matters to include managing leave requests, using the RC leave program, and completing the DA Form 481 Military Leave Record, and how to prepare and file a DD Form 1351-2 Travel Voucher Settlement.
- ☐ Assist units in processing pay inquiries.

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Station 7 – Medical/Dental

Unit Provides:

- ☐ Class VIII – Medical Supply Requisitions
- ☐ Medical Records
- ☐ Dental Records
- ☐ Health Care provider AR 40-68 Practitioner Credentials Files
- ☐ Alpha Roster showing Immunizations, HIV, and DNA
- ☐ Alpha Roster indicating Eye Exams, Eye Glasses & Optical Inserts
- ☐ Alpha Roster indicating required Physicals

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Station 8a – Transportation

Unit Provides:

- ☐ HAZMAT Certifier? _____
- ☐ HAZMAT Certifier Orders *(When going by military air, a copy must be provided to the Air Force)*
Name: _____ Phone Number: _____
- ☐ Unit Movement Officer/Point of Contact
Name: _____ Phone Number: _____
- ☐ How many pax? _____
- ☐ When will they arrive? _____ Mode _____
- ☐ Do you have equipment coming by Line Haul? _____
- ☐ Number of pieces _____ Number of truckloads _____
- ☐ Do you have a copy of your Automated Equipment List or TCACCIS data *(for units that do not have Fort Carson as an SI)?* _____
- ☐ Did you bring 20' containers? _____ Are they certified? _____
- ☐ What is your container requirement? _____ Pallet requirement? _____
- ☐ Personnel qualified to build pallets? _____

- ☐ DEL Completed _____
- ☐ DEL Submitted _____

Installation Staff Provides:

- ☐ Identify on post training transportation requirements

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Station 8b – Maintenance

Unit Provides:

- ☐ Unit Calibration Coordinator Appointment Orders
- ☐ Printout of items requiring calibration
- ☐ Army Oil Analysis Program Coordinator and alternate Appointment Orders
- ☐ Army Oil Analysis Program Printout of "Component Enrollment"
- ☐ EQUIPMENT density (inspection required for all end items)
- ☐ List of ERC A Deadlines, including all vehicles and trailers
- ☐ List of UIC, DODAACs, Derivative UICs or Derivative DODAACs (SAMS data)
- ☐ APCs (SAMS data)
- ☐ OPERATION unit is mobilized against (SAMS data)
- ☐ Unit Designation
- ☐ Unit home station and Fort Carson address
- ☐ **Grounds Maintenance (Bldg 8000)**
 - ☐ Assumption of Command Letter (For each Signature Card)
 - ☐ DA 1687, Delegation of Authority for receipt of supplies Signature Card for:
 - o Sign & pick up Work Orders
 - o To authenticate all high priority work order requests
 - ☐ Work Order Request (Automated or DA Form 2407) per piece of equipment by Serial number to be validated/inspected
- ☐ **Aircraft Maintenance (Bldg 9604)**
 - ☐ Assumption of Command Letter (For each Signature Card)
 - ☐ DA 1687, Delegation of Authority for receipt of supplies Signature Card for:
 - o Sign & pick up Work Orders
 - o To authenticate all high priority work order requests
 - ☐ Work Order Request (Automated or DA Form 2407) per piece of equipment by Serial number to be validated/inspected

Installation Staff Provides:

- ☐ Schedule Weapons Inspection
- ☐ Schedule Vehicle and sensitive item inspection
- ☐ Schedule to upload ULLS, SAMS-1, other STAMIS

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Station 8c – Supply

Unit Provides:

- ☐ Assumption of Command Letter {For each Signature Card}
- ☐ DA Form 2765-1 for shortages, sorted by classes of supply or DA Form 3161
- ☐ DA Form 3078 for personal clothing
- ☐ DA Form 3645, Organization Clothing & Equipment (record) shortages
- ☐ Appointment Orders
 - ☐ Property Book Officer
- ☐ DA Form 1687, Delegation of Authority for receipt of supplies and DD Form 577 (Signature Card) for:
 - ☐ Central Issue Facility
 - ☐ TDA/TOE Supplies
 - ☐ Troop Issue Subsistence Activity (TISA)
 - ☐ Ammunition Supply Point (ASP) {To 60th Ordnance}
 - ☐ Class VIII (provided to MEDDAC rep)
- ☐ Detachment provides Derivative UIC and DODAACs for all classes of supplies

Installation Staff Provides:

- ☐ Items unit reports short (ERC A, and Commander Directed ERC B, others as available)

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Station 9 – Command and Control

Unit Provides:

- ☐ Appointment Orders
 - ☐ Classified Custodian
 - ☐ ISSO (Information Systems Security Officer)
- ☐ DA Form 1687, Delegation of Authority for receipt of supplies and DD Form 577 (Signature Card) for:
 - ☐ Training Aids/Audiovisual
- ☐ Pending Personnel Actions/Promotions
- ☐ Memorandum stating all Family Care Plans are complete, tested, and copies of each are in current possession of the rear Detachment Commander. Memo should also address the status of the Family Support Group.
- ☐ Personnel Security Clearance Roster for entrance to OPCEN
- ☐ Roster of personnel requiring security clearances and appropriate forms necessary to obtain a clearance
 - CONFIDENTIAL and SECRET clearance
 - ☐ Proof of citizenship
 - ☐ SF 86 (Electronic Personnel Security Questionnaire)
 - ☐ FD 258 (Fingerprint Card)
 - TOP SECRET
 - ☐ SF 86 (Electronic Personnel Security Questionnaire Single Scope Background Investigation)
 - ☐ DD Form 2221 (Request for release of information)
 - ☐ FD 258 (Fingerprint Card)
 - ☐ Proof of Citizenship
 - ☐ DD Form 1879 (Request for Personal Security Investigation)
- ☐ Roster of personnel requiring courier orders
- ☐ Requirements for handling/storage/destruction of classified material
- ☐ Requirements for computer security issues
- ☐ Requirements for SAEDA/Anti-Terrorist/Intelligence Oversight briefings not conducted at home station
- ☐ FOR UNITS RUNNING THEIR OWN ARMS ROOMS:
 - ☐ Request for activation of ICIDS
 - ☐ Unaccompanied Access Roster for each Arms Room being activated (HHC, A, B, C, etc.)
 - ☐ Completed DA Form 7281-R on each soldier on the Unaccompanied Access Roster

Installation Staff Provides:

- ☐ Command & Control Briefing w/administrative guidance

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Station 10 – Training Assessment/Schedule Development

Unit Provides:

- ☐ Weapon Density/#of crews (personnel)
 - M16 _____ M249 ____/____
 - M4 _____ M240/M60 ____/____
 - 9M _____ MK-19 ____/____
 - M203 _____ M240 ____/____
 - Shotgun _____
- ☐ Unit POC List
- ☐ Soldier Breakdown: Male OFF/EM ____/____
Female OFF/EM ____/____
- ☐ Training Issues/Collective training shortfalls (per/equip)
- ☐ Request for additional unit training (between or at the end of Ind/Col training)

Installation Staff/2/91 Provides:

- ☐ Training Schedule recommendations
- ☐ Daily Training Schedule (Individual/Collective)